



Matt West  
Township Manager

# TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania  
Founded: 1723

## BOARD OF SUPERVISORS

Gregory T. Hood  
William B. Jones, III  
Helen B. Haun  
Cynthia M. Jones  
MaryBeth McCabe, Esq.

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### MEETING MINUTES November 16, 2021

A Meeting of the New Britain Township Parks and Recreation Advisory Board was held in person on November 16, 2021 beginning at 7:00 p.m. In attendance were James Bender, Kathi Sexton, Cynthia Jones, and Nancy Jones. New Britain Township Staff Chelle Clancy and Bill May were also in attendance.

1. **Approval of Minutes from October 19, 2021: MOTION:** Upon motion by Kathi Sexton, seconded by Nancy Jones, the October 19, 2021 minutes were approved as written.
2. **North Branch Park Playground Equipment Recommendation Update:** Mrs. Clancy thanked the Advisory Board for hastening the proposal review to the Board of Supervisors to meet the goal of placing the order in 2021. The Board of Supervisors, at their November meeting, approved the proposal for the purchase and installation of playground equipment at North Branch Park. The old equipment was located there for about fifteen years. The playground structure has been removed by the Township Public Works Department due to damage after repeated maintenance and repair. Upon placement of the order, equipment delivery will take 15 weeks bringing the installation to Spring of 2022. Cynthia Jones relayed the Board of Supervisors had questions about adding ADA Inclusive swing seats with a harness, tot seats, and a possible 2 person swing where an adult and child could sit together. Mrs. Clancy has been in touch with Lyons Recreation for their recommendations on the inclusive equipment and layout of the accessories, including any cost implications. The existing swing set will remain "as-is" and the new swing bay will then accommodate the new accessories. The recommendation should include ensuring aerial distance safety to the other structures and environment. Accessories can be switched, assuming the framework will accommodate the equipment to approved standards. Mr. Bender would also like to see inclusive swings added to the front playground of North Branch Park if possible.
3. **Memorial Program Standard Operating Procedures and Application Form Update:** Upon review by the Advisory Board of the updates, a recommendation was made for Mrs. Clancy to update the SOP page with the same township header so it can be posted to the website, so the process is familiar from the onset inquiry to any potential donors. Mrs. Clancy will continue to source local nurseries for detailed costs for the five (5) year maintenance and in case a tree needed replacing.

**MOTION:** Upon motion by Kathi Sexton, seconded by Nancy Jones, the Memorial Program Standard Operating Procedure (SOP) and Application Form will be shared with the Board of Supervisors for review at their December meeting.

4. **North Branch Park Memorial Request:** Mrs. Clancy updated the Advisory Board on behalf of:
  - A. Amy Arnold: Memorial Tree in honor of her brother Frank E. Glace IV  
With the help of Township staff, Amy selected a Red Blaze Maple Tree to be found in between the basketball courts and concession stand areas on a grassy patch. It is a



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standalone area where an "Autumn Blaze Red Maple" would fit well since her brother Frank was born in November. Also, at some point they would like to donate a bench to go under the tree in Frank's memory. A mature Autumn Blaze Red Maple grows 40 to 50 feet tall, 20 to 30 feet wide, and is at a 2" Caliper. Bill May added the location has a direct line of sight to their father's Pear tree by Pavilion 1. James Bender added the tree will supply shade for those watching baseball games during the season.

**MOTION: Upon motion by Kathi Sexton, seconded by Cynthia Jones, the Red Blaze Maple Memorial Tree in honor of Frank E. Glace IV and its location at North Branch Park will be shared with the Board of Supervisors.**

- B. Chris Antonello: Field 4 Memorial Plaque in honor of Chris DiLissio. Chris DiLissio passed away just over a year ago. He was a dedicated member of the Lenape Valley Baseball for years and spent much of his time and energy on North Branch Park Field 4. The plaque would be a tribute to him on that field. It would be like the one that is currently at NB Park Field 1. James Bender added that Chris DiLissio was a dedicated member of the community who was involved with Lenape Valley Baseball, as their President at one point. Bill May explained the plaque would be attached to the chain link fence with large washer and bolts, 10-12 inches in size, like the plaque located at Field 3. The Advisory Board asked Mrs. Clancy to reach out to Chris Antonello to let him know the Board is receptive to the idea, however, will need more information about the plaque and what it will look like. As far as timing, they are looking at having the plaque dedicated in the Spring for opening day sometime in early April of 2022.
5. **Lenape Valley Girls Softball Dugout Roof:** Mrs. Clancy described that on April 1, 2019, the Board of Supervisors passed a motion to approve Lenape Valley Girls Softball to upgrade the three (3) dugouts to install only the roofs to shade the player benches from the sun. On October 11, 2021, Jeremy Motley from Lenape Valley Girls Softball requested to install roofs and chain link "walls" for the three dugouts. He is searching for the approved plans that were never installed.
6. **Santa House Event Update:** Mrs. Clancy updated the Advisory Board as follows:



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From the support of local business sponsorships, donations will help in the purchase of hot chocolate, pre-packaged cookies, candy canes, cups, and treats for the choirs that join for carols. We are scheduled to go to Costco on the morning of November 18. A leather belt was purchased for Santa.

- C. We are awaiting an update from Mr. Michael Meade of the St. Jude's Select Choir and CBSD choir to confirm their attendance at 6:00 p.m. and 6:30 p.m. consecutively, for caroling.
  - D. Social and website post updates to thank sponsors that donated over \$50.
  - E. New Britain Food Pantry provided an update on their most needed items along with delivery coordination which has been posted to social media. Delivery will take place the morning of December 13<sup>th</sup>.
  - F. Marco Tustanowsky was provided the dates and times for the event signage.
  - G. Event flyers will be distributed to daycares and posted to school websites by mid-November.
7. **Other Business:** The Advisory Board reviewed the thank you for service letter to David Turcich. A memo will be sent to the Board of Supervisors for a final glance before sending out. Open positions for the Junior Members will be posted and shared with various organizations such as Eagle Scouts, National Honor Society, Girl Guides, and Sports Leagues.


Bill May inquired if field opening and closing dates should be restricted contingent on maintenance and weather restrictions. Usually, the fields close by mid-November and start back up in early April. However, PA Rush is still using the soccer fields at West Branch Park. Mrs. Clancy will contact the various clubs and organizations to find out their ideal seasonal dates. The Advisory Board can circle back to decide the seasonal start and end dates and revise the permits to reflect the decided start and end times by season once all details are compiled.

8. **Public Comment:** Cynthia Jones shared the Master Watershed Steward Program has secured native trees for the Marshall Circle Basin. There will be more funds available next year for more trees.
9. **Adjournment: MOTION:** A motion was made by Kathi Sexton, and seconded by Cynthia Jones, and unanimously carried to adjourn the meeting at 8:15 p.m.

Respectfully Submitted,



James Bender, Chairman



Chelle Clancy, Secretary